

Role Title	Advisor – HR MI and Systems Analyst				
Job Family	Human Resources	Sub Category	Human Resources	Grade	B3
Behaviours	<ul style="list-style-type: none"> Making Effective Decisions Working Together Managing a Quality Service 				
Purpose	Maintain HR systems, and analyse and report on HR data, projects and activities.				



FCDO Services

Key Accountabilities

- Oversee maintenance of HR Systems, ensuring data is accurate and current. Review HR reporting processes to continually improve and/or streamline them;
- As HR System Super-User, ensure system users understand how to upload and download data in accordance with organisational guidelines; provide assistance and guidance as required;
- Produce regular and ad hoc MI reports for example, monthly payroll reports, Cabinet Office returns, reports for the Executive Board and other senior groups, manipulating and formatting data as required;
- Highlight changes, patterns or trends found in reports, and when required analyse the data to understand possible underlying causes or correlations;
- Provide support to wider HR policies and projects as required
- Maintain knowledge of relevant regulations and FCDO Services policies and processes;
- Contribute to improvement of services and implementing updates and changes

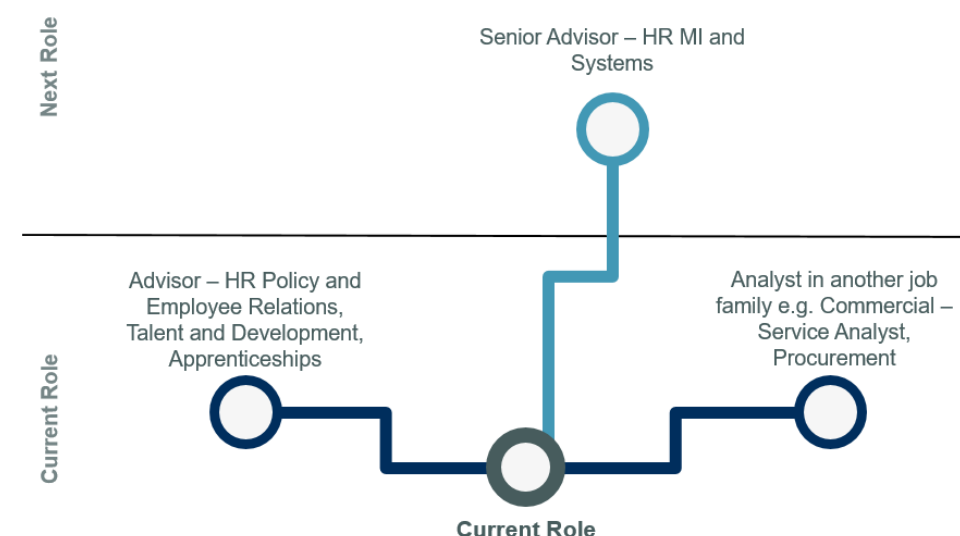
Authority and Scope

- Ensure workload is effectively prioritised and managed, all relevant policies and processes are followed and SLAs are met;
- Maintain records and data in relevant databases, ensure data integrity and accurate reporting

Internal and External Communications

- Interact with staff and managers across the organisation to respond to enquiries, provide information and explain MI system features and maintenance

Potential Next Career Moves



Skills

- Analyse, interrogate and evaluate data;
- Service reporting;
- Specialist software systems and databases;
- Microsoft Office Suite;
- Pay casework;
- Reward management;
- Research and benchmarking;
- Planning and organising

Qualifications, Knowledge and Experience

Essential

- Experience of using and maintaining an Enterprise Resource Planning (ERP) system in an HR context;
- Advanced knowledge of Microsoft Excel;
- Experience of writing work processes;
- Experience in a customer-facing role;
- Communicate effectively with a range of people;
- Able to work effectively in a team;
- Able to manage own workload

Desirable

- Experience of an HR policy or operational role, ideally in the civil service;
- Understanding of payroll process and LEAN processes, methods, tools